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**ST. BERNARD PARISH ADULT DRUG COURT**  
**FINANCIAL REPORT**

**For the Year Ended**  
**June 30, 2004**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 6/29/05

**ST. BERNARD PARISH ADULT DRUG COURT  
TABLE OF CONTENTS  
JUNE 30, 2004**

	<u>Page</u>
<b>FINANCIAL SECTION</b>	
INDEPENDENT AUDITOR'S REPORT .....	1
MANAGEMENT'S DISCUSSION AND ANALYSIS.....	3
BASIC FINANCIAL STATEMENTS	
Government-wide Financial Statements:	
Statement of Net Assets.....	5
Statement of Activities .....	6
Fund Financial Statements:	
Balance Sheet - Governmental Fund.....	7
Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Fund .....	8
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund.....	9
Notes to the Financial Statements .....	10
<b>COMPLIANCE SECTION</b>	
Independent Auditor's Report over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i> .....	14
Schedule of Findings and Questioned Costs .....	16
Management's Corrective Action Plan .....	18

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## **FINANCIAL SECTION**

# REBOWE & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS  
CONSULTANTS

A PROFESSIONAL CORPORATION

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## INDEPENDENT AUDITOR'S REPORT

### **St. Bernard Parish Adult Drug Court** Chalmette, Louisiana

We have audited the accompanying financial statements of the governmental activities and the major fund of the St. Bernard Parish Adult Drug Court (the "Drug Court"), as of and for the year ended June 30, 2004, which collectively comprise the Drug Court's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Drug Court's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards required that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Drug Court as of June 30, 2004 and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 15, 2005, on our consideration of the Drug Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to described the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit and performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of our audit.

Management's discussion and analysis on pages 3 through 4 is not a required part of the basic financial statements but is supplementary information required by the accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

*Reboue & Company*

April 15, 2005

**ST. BERNARD PARISH ADULT DRUG COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
JUNE 30, 2004**

The Management's Discussion and Analysis is intended to provide readers of the St. Bernard Parish Adult Drug Court's (the "Drug Court") financial report with an overview and analysis of the financial activities of the Drug Court for the year ended June 30, 2004. It should be read in conjunction with the financial statements and the notes to the financial statements.

**FINANCIAL HIGHLIGHTS**

- The assets of the Drug Court exceed its liabilities at June 30, 2004 by \$26,892 (*net assets*).
- The Drug Court's total net assets increased by \$26,492. Most of this increase is attributable to high enrollment in the program resulting in higher fees and charges for services.

**OVERVIEW OF FINANCIAL STATEMENTS**

The Management's Discussion and Analysis serves as an introduction to the Drug Court's basic financial statements. The Drug Court's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

**Government-wide financial statements.** The government-wide financial statements report information about the overall finances of the Drug Court similar to a business enterprise.

The Statement of Net Assets presents information on the Drug Court's assets less liabilities which results in net assets. The statement is designed to display the financial position of the Drug Court. Over time, increases and decreases in net assets help determine whether the Drug Court's financial position is improving or deteriorating.

The Statement of Activities provides information showing how the Drug Court's net assets changed as a result of the year's activities. The statement uses the accrual basis of accounting, which is similar to the accounting used by private-sector businesses. All of the revenues and expenses are reported regardless of the timing of when cash is received or paid.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities and objectives. The Drug Court uses fund accounting to ensure and demonstrate fiscal accountability. The Drug Court uses governmental fund financial statements to provide more detailed information about the Drug Court's fund.

**Governmental funds.** Governmental funds are used to report the Drug Court's basic services and provide a near-or-short-term view of its operations. The Drug Court adopts an annual budget for its one governmental fund, the general fund. A budgetary comparison statement has been provided for this fund in the Required Supplementary Information.

**ST. BERNARD PARISH ADULT DRUG COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)(CONTINUED)  
JUNE 30, 2004**

**OVERVIEW OF FINANCIAL STATEMENTS (CONTINUED)**

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements.

**BASIC FINANCIAL ANALYSIS**

The Drug Court anticipates a consistent enrollment in the program during fiscal year 2005 that will increase user fees and charges.

The Drug Court's general fund actual revenues exceeded budgeted revenues by approximately \$48,000 or 36%. The general fund's expenditures exceeded budgeted expenditures by \$22,000 or 16%. This is principally due to collection of fees and charges for services that were expended to administer the program.

The Drug Court implemented Governmental Accounting Standards Board Statement No. 34 for the year ended June 30, 2004. A detailed comparative analysis will be provided in the financial statements of the Drug Court for the fiscal year ending June 30, 2005, when comparative data will be available.

**REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the Drug Court's finances and to demonstrate the Drug Court's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional information should contact the Drug Court's office at (504) 278-4455.

## **BASIC FINANCIAL STATEMENTS**



**ST. BERNARD PARISH ADULT DRUG COURT**  
**STATEMENT OF NET ASSETS**  
**JUNE 30, 2004**

	<u>Primary Government Governmental Activities</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 29,679
Accounts receivable, net of allowance for uncollectibles	<u>18,915</u>
Total assets	<u>48,594</u>
<b>LIABILITIES</b>	
Accounts payable	19,906
Accrued expenses	<u>1,796</u>
Total liabilities	<u>21,702</u>
<b>NET ASSETS</b>	
Unrestricted	<u>26,892</u>
Total net assets	<u><u>\$ 26,892</u></u>

The notes to the financial statements are an integral part of this statement.

**ST. BERNARD PARISH ADULT DRUG COURT  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2004**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Revenue and Changes in Net Assets</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
Governmental activities:					
Drug court program	<u>\$ 156,496</u>	<u>\$ 47,896</u>	<u>\$ 135,000</u>	<u>\$ -</u>	<u>\$ 26,400</u>
		General Revenues:			
					<u>92</u>
					26,492
					<u>400</u>
					<u>\$ 26,892</u>

The notes to the financial statements are an integral part of this statement.

**ST. BERNARD PARISH ADULT DRUG COURT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2004**

	<u>General Fund</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 29,679
Accounts receivable, net of allowance for uncollectibles	<u>18,915</u>
Total assets	<u><u>\$ 48,594</u></u>
<b>LIABILITIES AND FUND BALANCE</b>	
Liabilities:	
Accounts payable	\$ 19,906
Accrued expenses	<u>1,796</u>
Total liabilities	<u>21,702</u>
Fund balance:	
Unreserved, undesignated reported in:	
General fund	<u>26,892</u>
Total liabilities and fund balance	<u><u>\$ 48,594</u></u>

The notes to the financial statements are an integral part of this statement.

**ST. BERNARD PARISH ADULT DRUG COURT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2004**

	<b>General Fund</b>
<b>REVENUES</b>	
Intergovernmental:	
Federal grants	\$ 48,181
State grants	86,819
Fees and charges for services	47,846
Interest income	92
Other revenues	50
	<hr/>
Total revenues	182,988
	<hr/>
<b>EXPENDITURES</b>	
Current:	
Drug court program	156,496
	<hr/>
Total expenditures	156,496
	<hr/>
Excess of revenues over expenditures	26,492
	<hr/>
Fund balance - beginning	400
	<hr/>
Fund balance - ending	\$ 26,892
	<hr/> <hr/>

The notes to the financial statements are an integral part of this statement.

**ST. BERNARD PARISH ADULT DRUG COURT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	<u>Actual Amounts</u>	<u>Budgeted Amounts</u> <u>Original</u>	<u>Final</u>	<u>Variance with Final Budget - Positive (Negative)</u>
<b>REVENUES</b>				
Intergovernmental	\$ 135,000	\$ 135,000	\$ 135,000	\$ -
Fees and charges for services	47,846	-	-	47,846
Interest income	92	-	-	92
Other revenues	50	-	-	50
	<u>182,988</u>	<u>135,000</u>	<u>135,000</u>	<u>47,988</u>
<b>EXPENDITURES</b>				
Current:				
Drug court program	<u>156,496</u>	<u>134,452</u>	<u>134,452</u>	<u>(22,044)</u>
Total expenditures	<u>156,496</u>	<u>134,452</u>	<u>134,452</u>	<u>(22,044)</u>
Excess of revenues over expenditures	26,492	548	548	25,944
Fund balance - beginning	<u>400</u>	<u>400</u>	<u>400</u>	<u>-</u>
Fund balance - ending	<u>\$ 26,892</u>	<u>\$ 948</u>	<u>\$ 948</u>	<u>\$ 25,944</u>

The notes to the financial statements are an integral part of this statement.

**ST. BERNARD PARISH ADULT DRUG COURT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2004**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the St. Bernard Parish Adult Drug Court (the "Drug Court") have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Drug Court's accounting policies are described below:

**a) Reporting Entity**

St. Bernard Parish Adult Drug Court (the "Drug Court") of the 34<sup>th</sup> Judicial District Court was established March 2003 under the authority of the Louisiana Revised Statutes of 1950, comprised of 13:5301 through 13:5304, relative to state district courts; whose purpose is to implement a drug court program that will reduce alcoholism and drug abuse and dependency among offenders, to reduce criminal recidivism, and assist drug abusers in rehabilitating their lives and building a drug free future that will ultimately reduce the alcohol and drug-related workload of the courts and to reduce overcrowding of prisons.

The accompanying financial statements include government activities, organizations, and functions for which the Drug Court is financially accountable.

**b) Basis of Presentation**

**GOVERNMENT-WIDE FINANCIAL STATEMENTS:**

The government-wide financial statements include the statement of net assets and statement of activities for all activities of the Drug Court. The statement of activities demonstrates the degree to which the direct expense of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or program. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and (2) grants and contributions that are restricted to meeting operational or capital requirements of a particular function or segment.

**FUND FINANCIAL STATEMENTS:**

The daily accounts and operations of the Drug Court continue to be organized on the basis of funds, each of which is considered a separate accounting entity. Fund accounting is designed to demonstrate legal compliance and aid financial management by segregating transactions related to certain functions or activities. The operations of each fund are accounted with a separate set of self-balancing accounts that comprise assets, liabilities, equity, revenues, and expenditures. The Drug Court reports only "governmental" funds. The *General Fund* is the principal fund of the Drug Court and is used to account for all activities except those required to be accounted for in other funds.

**ST. BERNARD PARISH ADULT DRUG COURT**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2004**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**c) Basis of Accounting and Measurement Focus**

**GOVERNMENT-WIDE FINANCIAL STATEMENTS:**

The government-wide financial statements are reported using the economic resource measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Federal grants are recognized as revenue when all eligibility requirements imposed by the provider have been met.

**FUND FINANCIAL STATEMENTS:**

All governmental funds are reported using the current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

Governmental funds are maintained on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means the resources will be collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred. Revenues susceptible to accrual are intergovernmental revenues.

**d) Assets, Liabilities, and Fund Equity**

**CASH AND CASH EQUIVALENTS**

The Drug Court's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

**ACCOUNTS RECEIVABLE**

The Drug Court follows the allowance method of accounting for uncollectible receivables. During the year ended June 30, 2004 bad debt expense was \$5,705. The allowance for uncollectible accounts was \$2,110 at June 30, 2004.

**ST. BERNARD PARISH ADULT DRUG COURT**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2004**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**d) Assets, Liabilities, and Fund Equity (Continued)**

**SUPPORT AND REVENUE**

The Drug Court receives a majority of its support and revenue under federal and state grant agreements. In order to receive funding, the organization must comply with the contract provisions.

**ACCOUNTING ESTIMATES**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions. Those estimates affect the reported amounts of assets and liabilities and disclosure of assets and liabilities at the date of the financial statements. They may also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**a) Budgetary Information**

Formal budgetary accounting is employed as a management control device during the year for the General Fund. The level of budgetary control is at the function level. Expenditures may not exceed appropriations until additional appropriations are provided. Appropriations which are not expended lapse at the end of each fiscal year. The budget for the General Fund is adopted on a basis consistent with GAAP. Budgetary comparisons presented in the accompanying financial statements are on a GAAP basis and include the original budget and all subsequent revisions.

**a) Revenues and Expenditures - Actual and Budget**

The following fund has budgeted expenditures and/or other sources which exceed 5% of budgeted expenditures and/or other sources for the year ended June 30, 2004:

	<u>Actual</u>	<u>Budget</u>	<u>Difference</u>	<u>Percentage Difference</u>
<b>EXPENDITURES:</b>				
General Fund	\$ 156,496	\$ 134,452	\$ 22,044	16%



**ST. BERNARD PARISH ADULT DRUG COURT**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2004**

**NOTE 3 - CASH**

At June 30, 2004, the carrying amount of the Drug Court's cash deposits was \$29,679 and the bank balance was \$34,286 all of which was covered by federal depository insurance.

**NOTE 4 - GRANT FUNDING**

For the year ended June 30, 2004, the Drug Court received funding of \$48,181 from the United States Department of Health and Human Services passed through the Louisiana Supreme Court Drug Court Office.

**NOTE 5 - RENT EXPENSE**

The Drug Court rented office space pursuant to an operating lease. The lease was month-to-month and was cancelled in March 2004. Rent expense for the year ended June 30, 2004 was \$2,775.

## COMPLIANCE SECTION

# **REBOWE & COMPANY**

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## **INDEPENDENT AUDITOR'S REPORT OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the St. Bernard Parish Adult Drug Court,  
Chalmette, Louisiana

We have audited the financial statements of the governmental activities and the major fund of the St. Bernard Parish Adult Drug Court (the "Drug Court"), as of and for the year ended June 30, 2004, which collectively comprise the Drug Court's basic financial statements and have issued our report thereon dated April 15, 2005. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Drug Court's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal controls over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operations that we consider to be material weaknesses.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Drug Court's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However,

providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* which are described in the accompanying Schedule of Findings and Questioned Costs as items 04-01 through 04-04.

This report is intended solely for the information and use of the members of the St. Bernard Parish Adult Drug Court, the Legislative Auditor of the State of Louisiana, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Rebowe & Company*

April 15, 2005

**ST. BERNARD PARISH ADULT DRUG COURT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2004**

**A. SUMMARY OF AUDITOR'S RESULTS**

1. The auditor's report expresses an unqualified opinion on the financial statements of the St. Bernard Parish Adult Drug Court.
2. No reportable conditions disclosed during the audit of the financial statements are reported in the *Independent Auditor's Report on Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*.
3. Four instances of noncompliance material to the financial statements of St. Bernard Parish Adult Drug Court, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. A management letter was not issued for the year ended June 30, 2004.

**B. FINDINGS - FINANCIAL STATEMENT AUDIT**

**Internal Control**

There were no internal control findings noted during the audit year ended June 30, 2004.

**Compliance**

**Finding 04-01: Questioned Costs**

**Condition** - The Louisiana Supreme Court Drug Court Program has performed a compliance examination and issued a report dated November 19, 2004. It was noted that expenditures totaling \$2,070 were identified as questioned costs for the year ended June 30, 2004.

**Criteria** - Internal controls should be in place to ensure that expenditures are allowable.

**Effect** - Management was not in compliance with Louisiana Supreme Court policies. Management reimbursed the Louisiana Supreme Court for the unallowable costs. The unallowable costs have been shown as a payable at June 30, 2004 and have subsequently been paid, in compliance with the policies of the Louisiana Supreme Court.

**Recommendation** - We recommend that management be cognizant of unallowable costs when submitting monthly reimbursement reports.

**ST. BERNARD PARISH ADULT DRUG COURT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2004**

**Finding 04-02: Missing Documentation**

**Condition** - The Louisiana Supreme Court Drug Court Program has performed a compliance examination and issued a report dated November 19, 2004. It was noted that supporting documentation for several clients listed as TANF eligible was missing.

**Criteria** - All expenditures should have the appropriate supporting documentation verifying that the expenditure is an allowable transaction.

**Effect** - Management is not in compliance with Louisiana Supreme Court policies.

**Recommendation** - We recommend that management collect all necessary documents for all TANF and non-TANF clients.

**Finding 04-03: Timely Submission**

**Condition** - The St. Bernard Parish Adult Drug Court did not file audited financial statements with the Louisiana Legislative Auditor within six months of the close of their fiscal year.

**Criteria** - The Louisiana Budget Act, Revised Statute 24:513, requires that any office subject to audit by the Legislative Auditor must have such audit completed within six months of the close of that entity's fiscal year.

**Effect** - Financial statements were not filed timely with the Louisiana Legislative Auditor.

**Recommendation** - We recommend for future years that audited financial statement be timely submitted.

**Response** - See Management's Corrective Action Plan for their response.

**Finding 04-04: Budgetary Compliance**

**Condition** - The St. Bernard Parish Adult Drug Court did not amend its budget when actual expenditures exceeded budgeted expenditures by five percent or more.

**Criteria** - The Louisiana Budget Act, Revised Statute 39:1310, requires that the governing authority be advised in writing when total revenues or expenditures for the remainder of the year, within a fund, are failing to meet budgeted amounts by five percent or more.

**Effect** - The Drug Court is in violation of Louisiana Revised Statute 39:1310.

**Recommendation** - We recommend that the budget be amended whenever a variance greater than 5% is anticipated to occur.

**Response** - See Management's Corrective Action Plan for their response.

**ST. BERNARD PARISH ADULT DRUG COURT  
MANAGEMENT'S CORRECTIVE ACTION PLAN  
FOR THE YEAR ENDED JUNE 30, 2004**

**Finding 04-01: Questioned Costs**

**Recommendation** - We recommend that management be cognizant of unallowable costs when submitting monthly reimbursement reports.

**Corrective Action** - Management has reimbursed the Louisiana Supreme Court for the unallowable costs requested for reimbursement. The payable of \$2,070 has been reported at June 30, 2004.

**Implementation** - July 1, 2004

**Contact** - Donald Muller, Judicial Administrator. (504) 278-4455

**Finding 04-02: Missing Documentation**

**Recommendation** - We recommend that management collect all necessary documents for all TANF and non-TANF clients.

**Corrective Action** - Management has collected the necessary documents missing from the TANF eligible client file and the documents are available for inspection.

**Implementation** - July 1, 2004

**Contact** - Donald Muller, Judicial Administrator. (504) 278-4455

**Finding 04-03: Timely Submission**

**Recommendation** - We recommend for future years that audited financial statement be timely submitted.

**Corrective Action** - The Drug Court will file all future audited financial statements within the six months of year end as required by state statute.

**Implementation** - July 1, 2004

**Contact** - Donald Muller, Judicial Administrator. (504) 278-4455

**ST. BERNARD PARISH ADULT DRUG COURT  
MANAGEMENT'S CORRECTIVE ACTION PLAN (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2004**

**Finding 04-04: Budgetary Compliance**

**Recommendation** - We recommend that the budget be amended whenever a variance greater than 5% is anticipated to occur.

**Corrective Action** - While it is difficult to estimate fees and charges for services, the Drug Court will monitor the budget more closely during the year and amend it as necessary.

**Implementation** - July 1, 2004

**Contact** - Donald Muller, Judicial Administrator. (504) 278-4455